JUSTIFICATION

DIRECTIONS:

- 1. Start a new Word Processing document in Microsoft Word
- 2. Type your HEADING
- 3. After your heading, type the following Focus Corrections.

FCA's

- 1. Heading
- 2. A creative title
- 3. At least three paragraphs

PART ONE

- 1. Type a story using one of the Terrific Tales. No indents, no spell check. Times 12 Normal
- 2. On the Tools menu, click Word Count. How many words are in your story?

When you are finished typing take a look at the text alignment boxes on the ruler. The first box should be highlighted. This means you have typed using **Left Justification**.



- 3. Go to **FILE** and **SAVE AS**, name this **05Left.Last name** and save to your folder.
- 4. **PRINT** your document [left justification] to **LaserWriter**

PART TWO

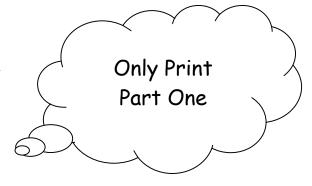
- 1. Highlight the paragraphs of your story
- 2. Select the **third box** for **right justification**.
- 4. Go to FILE and SAVE AS, name this 05Right.Last name and save to your folder.

PART THREE

- 1. Highlight the paragraphs of your story
- 2. Select the **second box** for **center justification**.
- 5. Go to **FILE** and **SAVE AS**, name this **05Center.Last name** and save to your folder.

PART FOUR

- 1. Highlight the paragraphs of your story
- 2. Select the **last box** for **full justification**.
- 3. Go to **FILE** and **SAVE AS**, name this **05Full.Last name** and save to your folder.



When you finished all four parts show your work and get it checked:

Full Justification

Center Justification

Right .Iustification



05Left.Last name____ Use the Open Command from the File Menu in Microsoft Word. 05Right.Last name Open all four files – have them 5Center.Last name___ open on your computer for the teacher to check. 05Full.Last name

Staple your story to this sheet and pass it in.

Grade 5 Technology

Flanagan